



## **STAFF ORIENTATION**

**April 11-12-13, 2006**

**Location:** Adam's Mark Airport Hotel  
2544 Executive Drive  
Indianapolis, Indiana 46241  
Located on the west side of Indianapolis  
From I-465 or I-70 take the Airport Expressway,  
then to Executive Drive exit. (see page 3)

**April 11-12-13**      **Overnight stay requirements -**  
**Hotel Reservation Deadline:**  
Saturday, April 1, 2006 for  
Special rate - \$84.00 plus 15% Tax  
Reservations: (800) 444-2326  
Free Parking

If you think you are going to need a hotel room, call to make your hotel reservation before the cut-off date in order to obtain the special rate. Indicate that you are attending the Indiana Judicial Center Staff Orientation, April 11-12-13. The reservation can be cancelled 48 hours prior to event if not needed. The special rate or availability cannot be guaranteed after the cut-off date. Expenses for transportation, hotel and miscellaneous expenses are not covered by the Indiana Judicial Center.

### **Program Directors – Registration instructions**

Please complete the registration form, page 2, and return to the Indiana Judicial Center by the required registration date. There is no tuition for this training. Hotel reservations are the responsibility of the person/program attending.

Breakfast and Lunch buffets will be provided for the participant each day. Please indicate on the registration form if they will partake in the provided meals.

Please provide information and directions to the staff attending the orientation. Directional information is enclosed as page 3 of this document.

Contact Donna Durr for additional information about Orientation or Hotel directions.  
[ddurr@courts.state.in.us](mailto:ddurr@courts.state.in.us) (317) 232-1313



## REGISTRATION FORM - STAFF ORIENTATION 2006

To be held at: Adam's Mark Airport Hotel  
2544 Executive Drive, Indianapolis, IN 46241 \* Phone (317) 248-2481 \* Fax (317) 248-0187  
(800) 444-2326 \* [www.adamsmark.com](http://www.adamsmark.com)

**APRIL 11-12-13, 2006**

County \_\_\_\_\_

Director \_\_\_\_\_ Contact Phone # \_\_\_\_\_

**April 11-12-13, 2006** - Registration Deadline is April 4, 2006 or when session is full. Register Early  
Hotel cut off date for overnight room accommodations is: April 1, 2006

The final Agenda should be available in mid March 2006. Confirmation will be sent to the Program Director. Please share the confirmation with the participant and provide directions to training.

Tentative schedule:

Registration on Tuesday is 8:00 a.m. – 8:30 a.m., and the day will end at 5:00 p.m.

Wednesday training will start at 8:30 a.m. and end at 5:00 p.m.

Thursday will begin at 8:30 a.m. and end at 4:00 p.m.

Breakfast (B) & Lunch (L) will be provided each day.    Tues. 11        Wed. 12        Thurs. 13

Please circle to indicate the meal(s) you will partake.        B – L        B – L        B - L

Name \_\_\_\_\_  
(Please print clearly, the name to be shown on the certificate)

Court/Program Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

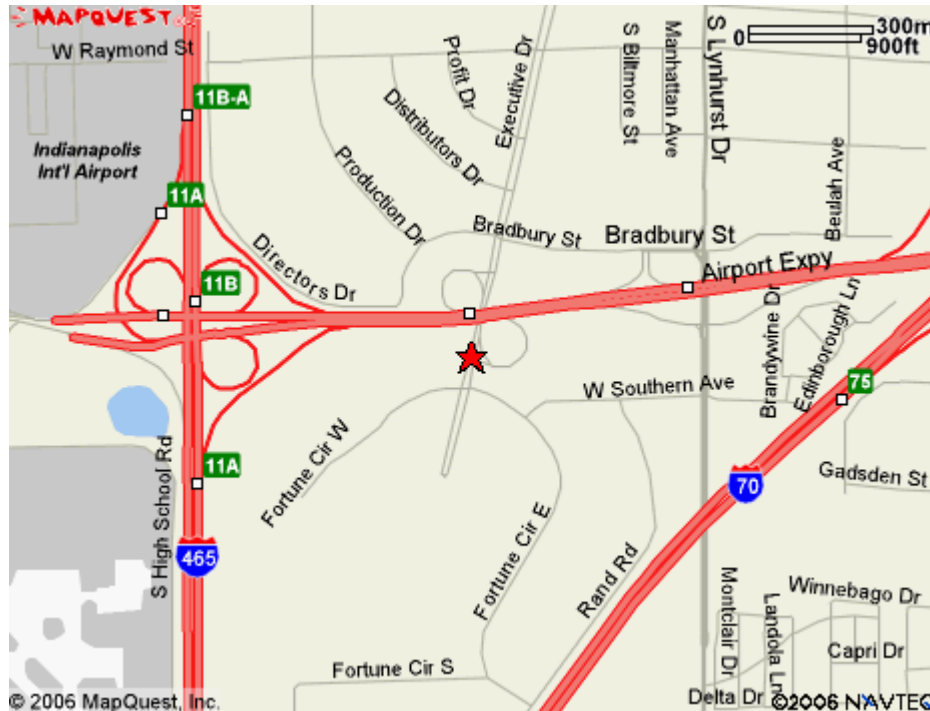
**Note: Please provide hotel and directional information to person attending.**

Fax to: 317-233-3367 Attn: Donna Durr. Email form to : [ddurr@courts.state.in.us](mailto:ddurr@courts.state.in.us) or Mail to  
Indiana Judicial Center, 115 West Washington Street, Suite 1075, Indianapolis, IN 46204

**Adam's Mark Airport Hotel**  
**2544 Executive Drive**  
**Indianapolis, Indiana 46241**  
**(317) 248-2481**  
**[www.adamsmark.com](http://www.adamsmark.com)**

The Adam's Mark is located on the west side of Indianapolis just off I-465 at the Indianapolis airport expressway exit. From I-465, take Airport Expressway east to Executive Drive. From I-70, take Airport Expressway west to Executive drive. The hotel is visible from the expressway. Star on map represents hotel location.

**I-465 VIEW**



**I-70 VIEW**

